

## UNITED STATES PROBATION OFFICE

### VACANCY ANNOUNCEMENT NO. 2016-03

<b>POSITION TITLE:</b>	<b>PROBATION CLERK</b>
<b>SALARY RANGE:</b>	CL-23 (\$32,019 - \$52,053)* *Commensurate with experience
<b>LOCATION:</b>	Reno, Nevada
<b>NUMBER OF POSITIONS:</b>	One or more
<b>OPENING DATE:</b>	July 1, 2016
<b>CLOSING DATE:</b>	Open until filled. First review of applications will be July 25, 2016.

The Probation Office of the United States District Court, District of Nevada, is accepting applications for the position of Probation Clerk for the Reno Office.

Probation Clerk positions provide office assistance in accordance with approved internal procedures and policies. These positions include duties of both an operational and technical nature to ensure the smooth and efficient operation of the office and to support probation officers in a wide range of areas. These areas include secretarial support as it relates to court services and supervision unit duties. This work also includes lower level administrative support duties such as filing, copying, distributing mail, scanning, inputting data, answering phones, typing, formatting, assembling reports, and greeting visitors/clients.

#### **Duties and Responsibilities**

A Probation Clerk performs a variety of duties and responsibilities that include, but are not limited to, the following:

- Performs reception duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Prepares reports, form letters, notices, and other correspondence using templates and forms. Assists with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates, notes, and dictation.
- Maintains correspondence control records.
- Performs data entry functions. Generates standard reports from databases and computerized systems. Tracks statistics and data.

## PROBATION CLERK

Vacancy Announcement No. 2016-03

District of Nevada - Reno

- Receives, prioritizes, and routes all incoming materials from the Court to appropriate individuals in the office. Receives, screens, and routes incoming and outgoing mail to appropriate individuals in the office; processes mail requiring special handling; and provides outside messenger service.
- Maintains, updates, and tracks paper and electronic files. Makes copies and delivers documents to staff. Assists staff with scanning, copying, filing, stamping, and locating files and documents.
- Makes summary entries of all documents and proceedings in computerized databases. This includes, but is not limited to: presentence and collateral investigations, revocation dates, and continuances.
- Organizes and prepares case files in accordance with established case management procedures. Makes entries to chronological records either from direct telephone communication with a defendant/offender or from monthly reports in the absence of the officer.
- Retrieves arrest records from local law enforcement agencies, and court documents from District and Justice Courts.
- Liaison to the U.S. Pretrial Services Office and the U.S. Attorney's Office to copy relevant file content for the preparation of presentence reports.
- Organizes and scans into computerized databases investigative documents received during investigations.
- Assists with probation officer support, as needed, to include document transmittal to Court, monitoring of restitution payments, submission of monthly reports, travel, and filing warrant requests via CM/ECF. Hand delivers confidential court documents.
- Conducts criminal records checks through local and national criminal retrieval systems on incoming collateral investigations, case planning, and presentence investigations, or any other investigative matter.
- Other duties as assigned.

### **Lines of Authority**

The Probation Clerk will be under the direct supervision of an Executive Assistant and a Supervising Probation Officer.

PROBATION CLERK  
Vacancy Announcement No. 2016-03  
District of Nevada - Reno

**Minimum Professional Qualification Requirements**

To qualify for a CL-23, a person must be a high school graduate or equivalent, plus two years general experience.

**General Experience**

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Personal Characteristics and Qualifications**

To qualify for this position, a person must have excellent knowledge of office procedures, practices, and mission. General knowledge of personal computers and software applications to prepare reports and conduct investigation searches along with accessing the criminal retrieval system. Ability to give and receive accurate and timely information from individuals within and outside the court. Ability to prepare all types of investigations in proper format for our office as well as other districts. General knowledge of proper grammar usage and the ability to write and edit efficiently. Ability to carry oneself in a professional manner as a representative of the probation office when visiting outside agencies.

**Salary and Benefit Information**

The United States Probation Office is part of the Judicial Branch of the Federal Government and operates as an independent excepted service agency. Although not part of the civil service, staff of the Judicial Branch are eligible for civil service health, life, and retirement benefits. In addition, Judicial employees are eligible for long term care insurance, a long term disability program, participation in pre-tax health care, dependent care, and commuter reimbursement accounts, and pre-tax payment of health benefit premiums. All appointments are subject to mandatory electronic funds transfer. This position is classified and paid under a broad-banded system which combines Classification Levels and pay.

**Application Process**

Qualified applicants should submit a detailed resume and a one-page cover letter which addresses their qualifications, skills, and experience. Applicants should also include a copy of their last employment performance evaluation. All documents should be submitted to the U.S. Probation Office. The envelope should be marked “**confidential**” and mailed to:

PROBATION CLERK  
Vacancy Announcement No. 2016-03  
District of Nevada - Reno

Human Resources Specialist  
Probation Clerk - Vacancy Announcement No. 2016-03  
U.S. Probation Office  
300 Las Vegas Blvd S #1200  
Las Vegas, NV 89101-5833

**Other Information**

Only qualified applicants will be considered for this position. The Probation Office will contact only the most qualified applicants who will be invited to interview. Persons selected for interviews will be required to travel to the designated interview location in Reno, Nevada, at their own expense. The selectee considered for this position will undergo an internal background investigation, including a criminal background check.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the Court.

The Probation Office reserves the right to amend or withdraw this announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.

This position will be filled in accordance with the Equal Employment Opportunity Plan of this Court.